

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

WIC AND NUTRITION SERVICES

WIC PROGRAM

VENDOR ENROLLMENT

APPLICATION PACKET

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Overview Of The Missouri WIC Program

Welcome: The Missouri Department of Health and Senior Services, WIC and Nutrition Services (WICNS) appreciates your interest in becoming an authorized retail store with the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).

The Vendor application packet provides an overview of the Missouri WIC Program as well as specific instructions for completing the enclosed application.

Please read all of the information contained in the application packet. All applications **MUST** be complete and all supporting documentation **MUST** be submitted with the application in order to accurately assess the eligibility of each retail store for a WIC Vendor Agreement.

Incomplete applications will not be considered for Missouri WIC redemption authorization. Applicants who have submitted an incomplete application will be notified by letter regarding what is missing from the application. Only one notice of missing documentation will be sent.

Once notified of an incomplete application, the applicant must submit the missing information to the state WIC office within **thirty (30) days from the postmarked date of the returned application. Applicants who fail to return the missing information within the 30-day deadline will be required to complete a new application and resubmit it to the state WIC office.**

The Department is not required to issue an agreement to an applicant, a previous vendor whose agreement has expired, or an applicant who is purchasing a store that is currently authorized. It is at the sole discretion of the Department whether an agreement will be issued.

General Information

What is WIC? WIC is a supplemental nutrition program for pregnant, breastfeeding, postpartum women, infants, and children up to their fifth birthday. Eligibility is based on income guidelines and nutritional risk as determined by qualified health professionals.

In order to prevent the occurrence of health problems, WIC Program participants are provided with foods high in iron, protein, calcium and vitamins A, B6, C, D, zinc and folate.

In addition to receiving prescribed supplemental foods, participants in the WIC Program receive dietary counseling, nutrition education, and when appropriate, referrals to meet their needs.

The Missouri Department of Health and Senior Services (DHSS) administers the WIC Program in Missouri through contracts with city or county health departments, primary health care centers or other not-for-profit agencies (local WIC providers).

The WIC Program is funded and administered at the federal level by the United States Department of Agriculture (USDA), Food and Nutrition Service.

The Retailer's Role

Redeeming WIC Checks The WIC Program is a major purchaser in the Missouri retail grocery system. Over \$80,000,000 of food is purchased annually.

A local WIC provider issues the WIC participant WIC checks. The participant exchanges the WIC check at any authorized WIC grocery store or pharmacy within the state of Missouri for only those food items prescribed on the face of the WIC check.

The WIC checks are processed through the State's contracted WIC banking service.

The Vendor shall comply with the nondiscrimination provisions of Departmental regulations (7 CFR parts 15, 15a, and 15b). No person shall be subject to discrimination on the basis of race, color, national origin, sex, age, or disability. The Vendor shall comply with the nondiscrimination provisions of Governors Executive Order #87-6 and all other State laws. No person shall be subject to discrimination on the basis of religion or political affiliation.

Authorization Process

Authorization Process	Each retail store applying for WIC authorization must complete a six (6) phase process.
Phase One:	Vendor applicants must complete and submit all the required application forms to the State WIC office. All information MUST be complete. Any incomplete and/or unsigned documents will NOT be accepted. Please assure required signatures are obtained on all forms and send the completed application to the State WIC office using the address on page 14 of the application packet.
Phase Two:	<p>The application will be reviewed for completeness. Applicants will be notified by letter of missing, incomplete or unsigned documents.</p> <p>The State WIC office has sixty (60) days from receipt of the completed application (and supporting documentation) to review and determine if the store qualifies for the program.</p>
Phase Three:	If all required information meets the selection criteria and the application is approved, the Department then conducts an on-site visit to verify the information provided in the application is accurate. The on-site inspection verifies whether or not the store meets all the WIC program's selection criteria. No agreement will be awarded prior to the visit. The Department does not guarantee an agreement will be offered after the on-site visit.
Phase Four:	The agreement will be sent for Applicant's signature and returned to the Department for further processing. When the agreement with the Applicant's signature is received it will be processed for Department signatures. This period may take up to four (4) to six (6) weeks.
Phase Five:	Store owners, managers, and/or store staff will be required to attend a new Vendor training session that may be held in Jefferson City, Missouri or at one of the Department district offices. Failure to attend this training will delay the start of the agreement. NOTE: Phases four (4) and five (5) may occur simultaneously.
Phase Six:	The agreement will be in effect when all signatures have been obtained, training has been received, the store has received the Vendor identification stamps, and the store is notified of the date it may begin to accept WIC checks.

Selection Criteria

General Criteria

The Department has established criteria for the selection of Vendor applicants to whom agreements authorizing the transaction and redemption of WIC checks will be awarded. Every authorized Vendor must comply with all Vendor selection criteria throughout the agreement period.

The Department may reassess a Vendor at any time during the agreement period. The Department will terminate the agreement if the Vendor fails to comply with the current Vendor selection criteria. The Department reserves the right to make exceptions to the vendor selection criteria to address inadequate participant access.

Defining Who is a Vendor Applicant

Vendor applicants must be either a full service grocery store or a pharmacy located within the state of Missouri. Full service grocery stores must stock, at a minimum, all of the following food groups: canned, fresh and frozen fruits and vegetables, fresh and frozen meats and poultry (luncheon meats and deli meats do not qualify), dairy products, cereals, breadstuffs, infant foods and infant formula, in order to qualify.

Pharmacies shall provide only special infant formulas. Stores that stock and sell only WIC approved foods are not eligible for authorization as an approved Missouri WIC Vendor.

Minimum Quantity For Food Groups

To be considered a full service grocery store in Missouri a retail store must stock the following quantities of products in each food group. For canned, fresh and frozen fruits and vegetables a “case” is considered to be a minimum of twelve (12) cans or packages.

1. **Fresh Vegetables:** Minimum of ten (10) pounds each of at least five (5) varieties of vegetables listed. Choices may include broccoli, cabbage, carrots, cauliflower, celery, corn on the cob, green beans, lettuce, onions, bell peppers, squash, tomatoes, turnips, zucchini, sweet potatoes and potatoes (Potatoes must be either ten (10) bags of various weights or ten (10) pounds of loose potatoes).
2. **Fresh Fruits:** Minimum of ten (10) pounds each of at least four (4) of the following: oranges, pears, apples, bananas, grapes and grapefruits.
3. **Frozen Vegetables:** Minimum of one (1) case each vegetable, minimum of four (4) varieties of the following: mixed vegetables, corn, corn on the cob, peas, broccoli, carrots, cauliflower, green beans and spinach.
4. **Frozen Fruits:** Minimum of one (1) case of each fruit, minimum of two (2) varieties of the following: strawberries, peaches, blueberries, mixed fruit, blackberries and mixed berries.
5. **Fresh and Frozen Meats and Poultry:** Minimum of thirty (30) pounds per variety of meat and poultry. Beef, pork and poultry must all be stocked with at least a minimum of three (3) types of cuts and ten (10) pounds for each type of cut offered (i.e. chops, steaks, hamburger, roasts, bacon, sausage, leg quarters, thighs, wings, etc.) Deli style meats and sausages do not apply. Meats and poultry may be a combination of fresh and frozen.

6. **Canned Fruits:** Minimum of one (1) case of each fruit, minimum of three (3) varieties of the following: peaches, pears, pineapple, mixed fruit and fruit cocktail.
7. **Canned Vegetables:** Minimum of two (2) cases of each vegetable, minimum of three (3) varieties of the following: peas, green beans, corn (cream or niblet), beets, carrots, spinach or other beans.
8. **Breadstuffs:** Minimum of eighteen (18) loaves of bread in at least two (2) varieties and/or brands.
9. **Dairy products, cheese, cereals, juices, infant formula, and other WIC approved foods must meet minimums required in Section VI in the WIC Vendor Manual.**

**Business
Hours**

The Vendor must be open a minimum of six (6) days per week between 9:00 a.m. and 6:00 p.m. daily. Store hours must be posted.

**Business
Integrity**

The Department will consider business integrity when determining eligibility for selection as a Vendor. Activities indicating a lack of business integrity include, but are not limited to the following:

- Fraud;
- Antitrust violation;
- Embezzlement, theft, or forgery;
- Bribery;
- Falsification or destruction of records;
- Making false statements or claims;
- Receiving stolen property;
- Obstruction of justice;
- Arson;
- Conspiracy; or
- Official records of removal from any federal, state or local programs; or
- Other evidence reflecting on the business integrity and reputation of the applicant.

The Department will not have an agreement with any Vendor/applicant that has been disqualified from an USDA Food and Nutrition Services (FNS) program during the last six (6) years or if any of the Vendor applicant's current owners, officers, or managers have a civil judgment entered against them for, or have been convicted of any activity indicating a lack of business integrity. The Department shall determine which offenses apply.

Upon request by the Department, the applicant must submit an original Highway Patrol Background Check to verify criminal record history. The cost for a background check is \$5.00 and the vendor applicant is responsible for paying the fee. The original Highway Patrol Background check is to have been processed within the past sixty (60) days to be considered valid.

The Vendor must have and maintain a positive compliance history with any and all FNS programs, if currently or formerly a Vendor for those programs.

Conflict of Interest

The Vendor applicant must be free of any conflict of interest, as defined by applicable State laws, regulations and policies, between the store and the Department or its contracted providers. Conflict of interest includes any activities which would tend to influence a decision, create a bias or prejudice which would favor one side or the other in conflict with the Department or contracted local WIC providers employee's duties, or which conflict with the accomplishment of the Department's mission or goals. Examples are as follows:

- Solicitation or other influence for personal reasons or benefits.
- Personal relationships, either of an intimate or financial nature.
- Ownership or significant financial interest in a private business, including family member(s) within the fourth degree.
- Membership in or serve as a board member of any association or corporation participating in a program regulated or operated by the Department, such as a member of a county board of health.

Business Stability

The Vendor must be an established business, open to the public for at least one (1) year in the current location or must own and operate at least one (1) currently authorized WIC vendor store that is in good standing in Missouri. The Department can waive this condition for a current vendor in good standing that is adding an additional location. Please note that the purchase of an existing authorized store does not negate this requirement. The new owner must meet this criterion.

The store name on the application must be the same name as registered with the Secretary of State or the owner's full name must appear in the store's name, i.e. John Doe's Grocery. Stores using fictitious names or names other than the owner's full name must be registered with the Secretary of State's office. If registered as a foreign corporation (incorporated in a state other than Missouri) the owner must identify the state in which the corporation is registered.

Pricing

The pricing peer group shall be used for purposes of determining whether a vendor applicant meets the pricing requirements of the program and whether current retail vendors are exceeding the state price for the peer group they are in. The retail prices for WIC approved foods must not be greater than the Department's allowable variance from the statewide average prices. Prices of all WIC approved foods must be posted on the shelves or on the products.

Current Vendors: Current retail vendors will be placed in the pricing peer groups indicated below. Each retail vendor will, on a quarterly basis, have their prices reviewed using the average WIC food prices established for each peer group. The average WIC food prices will be calculated based on the prices submitted by the retail vendors on the Quarterly Food Price Survey.

Any retail vendor with WIC food prices that are more than ten (10) percent over the average price for the peer group food will be placed on the high-risk vendor list. Immediate action will be taken in the form of an on-site monitoring to confirm food prices and to check for any additional areas of non-compliance. Vendors will be required to reduce prices to conform with peer group pricing within thirty (30) days of notification or may be removed from the program.

Vendor Applicants: For vendor applicants, each applicant's food prices will be used in the pricing peer group process. The vendor applicant will initially be placed within Peer Group Class II, unless the new applicant is a member of a grocery store chain or a discount grocer, in which case they will be placed into Peer Group Class III or IV. The new vendor will remain in this peer group for the first six (6) months. After six (6) months the retail vendor would have its peer grouping status re-evaluated. Using an extrapolation of the monthly average of the retail vendor's WIC sales, WICNS will determine whether the vendor's current peer grouping needed to be changed.

If the vendor applicant's store prices for WIC foods are more than ten (10) percent over the average price for the peer group or the State's maximum food price limit for the identified food packages, the application will not be approved. The applicant will be informed that they have failed to meet the program's selection criteria. The vendor applicant may then adjust their pricing and reapply after one hundred and eighty (180) days.

Pricing Peer Groups

- **Class I:** Stores with annual WIC sales of \$72,000 or below.
- **Class II:** Stores with annual WIC sales of \$72,001 - \$2,000,000.
- **Class III:** Stores owned by major chains, e.g., Dierbergs, Dillons/Gerbes, Hy-Vee, Kroger, Price Chopper, Price Cutter, Ramey, Shop-N-Save and Schnucks.
- **Class IV:** Stores that are discount groceries and hypermarts, e.g., K-Mart and Wal-Mart.

Minimum Stock of WIC Approved Foods

The store's inventory must meet the minimum stock of WIC approved foods as defined in Section VI of the *WIC Vendor Manual*. The store must have adequate inventory to supply WIC customers with enough approved foods to fully transact all WIC checks presented. This includes before, during, and after a heavy volume of WIC redemption activity.

Pharmacies and grocery stores with pharmacies authorized to supply medically prescribed infant formula do not have stocking requirements for such formulas, but must provide all such formulas within seventy-two (72) hours of presentation of a WIC checks by a participant or advance notification of need by a local WIC provider or by the state agency.

Percentage of Food Sales

Vendor applicants must submit to the Department written sales or financial statements, reports, tax forms or other records sufficient for establishing gross sales, total food sales, and total food stamp sales information upon request.

Failure to submit requested documents or providing false information will result in the application being denied. Additionally, all sales of alcohol, tobacco and Food Stamp Program sales must be reported. The Vendor applicant must be operating a full service grocery store at the location identified in the application, which has gross food sales of at least seventy-five (75) percent of total gross grocery receipts, excluding alcohol and tobacco. If either alcohol or tobacco product sales individually or in aggregate comprise twenty-five (25) percent or more of total gross grocery receipts, an agreement will not be offered. Pharmacies are exempted from this requirement due to their WIC approved item limitations.

Upon request from the Department the Vendor applicant must supply the following:

1. The percentage of anticipated food sales by type of payment, i.e., cash, FSP, WIC and credit/debit.
2. If the vendor applicant store is already open for business, the total food sales during the last year. To the extent possible, validate the information on the percentage of anticipated food sales by the type of payment and/or the total food sales against other data sources.

If the vendor applicant (i.e. ownership entity) was previously authorized by the State agency, and the State agency has the necessary historical data (e.g. annual WIC and FSP redemptions, a total food sales amount, documentation that the store was a WIC-only store) a review of that information will be performed to determine whether the previously authorized store location(s) was an above fifty (50) percent vendor.

**Minimum Store
Square Footage**

The vendor's store must have a minimum of 1,500 square feet of space allocated solely for food products, including both WIC and non-WIC foods. This area does not include storage areas, meat cutting areas or walk-in coolers or freezers.

**Percentage of
Store Sales**

The Department will not authorize any new vendor that is expected to derive more than fifty (50) percent of its annual revenue from the sale of food items for WIC checks. This includes any ownership entity that currently has a WIC authorized store, as well as an entirely new vendor applicant.

**Above 50 Percent
Vendors**

Missouri will not authorize any vendors who derived more than fifty (50) percent of their store's sales on the sale of WIC foods after December 30, 2005. Any vendor who is found to meet this criteria will be notified that their *WIC Vendor Agreement* will be terminated unless it is determined that this vendor is needed due to inadequate participant access.

Any vendor or applicant that is denied authorization because the State agency determines that they are expected to derive more than fifty (50) percent of their store's sales from WIC food items is eligible for an abbreviated administrative review. The validity and appropriateness of the State agency's criteria for determining whether a vendor applicant is expected to be an above fifty (50) percent vendor are not subject to administrative review, as stated in Code of Federal Regulations (CFR) 246.12(a)(1)(iii)(A). In addition, the State agency's participant access determination is not subject to administrative review as stated in section CFR 246.18(a)(1)(iii)(B) of the WIC regulations. The administrative review is solely to determine if the State agency properly applied the criteria based on the documentation provided by the vendor applicant.

**Restrictions on
Vendor Incentive
Items**

The State agency is prohibited from authorizing or making payments to vendors that provide incentive items or other free merchandise, except food or merchandise of nominal value to program participants unless the vendor provides to the State Agency proof that the vendor obtained the incentive items or merchandise at no cost.

This incentive item and free merchandise restriction applies to for-profit vendors:

- Who are new applicants likely to meet the criteria listed above; or

- For which more than fifty (50) percent of the vendor's annual sales revenue is from the sale of food items consisting of revenue from the sale of WIC food items that are obtained with WIC checks.

WIC Sales Revenue

The vendor must have a minimum of \$500.00 dollars monthly in WIC sales revenue in order to remain in the WIC program. Any Vendor who fails to maintain this monthly level may be removed from the program and can not reapply for an authorization agreement for a period of one (1) year from the date of the agreement termination. Note: Pharmacies are exempt from this requirement.

WIC Sales Inactivity

Any vendor who fails to have any WIC sales activity for a period of sixty (60) days may be removed from the program. Any vendor removed from the WIC program due to WIC sales inactivity cannot reapply for an authorization agreement for a period of one (1) year from the date of the agreement termination. Note: Pharmacies are exempt from this requirement.

Special Ordered Formula Pricing Limitations

WIC retail vendors and pharmacies are only allowed to mark up the special ordered infant formula no more than ten (10) percent over the vendor's wholesale price. In the event that the infant formula has special shipping costs an additional five (5) percent of the case price may be added to the case price of the special infant formula. The shipping price is then distributed evenly among the number of units ordered.

Pharmacy Only Vendors

Pharmacy only vendors are authorized to provide special ordered infant formulas. They are not authorized to sell any other types of WIC food items or Primary Contract Infant Formulas. The Primary Contract Infant Formulas are the infant formulas, which Missouri has contracted with the formula manufacturer to provide to WIC participants. These Primary Contract Infant Formulas are identified in Section VI of the WIC Vendor Manual and page 18 of the WIC Vendor Application Packet.

Sanitation

The Vendor must have and maintain a positive sanitation history as evaluated using the Department's current food establishment regulations (Missouri Food Code). A negative sanitation history includes, but is not limited to:

- Temporary closings due to unsanitary conditions.
- Documented non-compliance in correcting unsanitary conditions.
- Current or unmet work orders for corrective action.
- On the most current sanitation inspection, non-compliance with the current food establishment regulations in five (5) or more critical control points.
- During the WIC pre-contract on-site store inspection the following specific items are checked:
 - a. Floors are clean, in good repair, swept free of dirt, grime, filth, and/or excess rubbish.
 - b. Garbage or refuse within the store premises is stored (covered) so that it is inaccessible to insects and/or rodents.
 - c. No evidence of outdated milk, eggs, cheese, or infant formula.
 - d. No areas that may create an unsafe environment for customers.

Exceptions

The Department reserves the right to make exceptions to (waive) the Vendor selection criteria to address inadequate participant access. However, pricing and minimum WIC approved food stocking requirements are not waivable, per federal regulations.

Inadequate Participant Access

Overview At the Department's discretion, a Vendor may have certain selection criteria waived when a situation of inadequate participant access exists. Participant access determinations shall be made by, and are solely at the discretion of the Department.

Situations causing inadequate participant access may be the result of, but are not limited to:

- The disqualification of an authorized Vendor.
- Change of ownership or location of an authorized Vendor.
- Disaster or other cause for the loss of, or access to, an authorized Vendor.

In urban areas, where public transportation is available, participant access may be considered inadequate if any of the following conditions apply:

- A Vendor density of less than one (1) per 500 participants.
- Participants traveling more than an average of one (1) mile to a Vendor.
- Other conditions existing, which make a Vendor within one (1) mile difficult for participants to access.

In rural areas (non-class one (1) counties), participant access may be considered inadequate if either of the following conditions apply:

- There are less than two (2) authorized Vendors in the county.
- Participants must travel more than an average of fifteen (15) miles to a Vendor.
- Other conditions exist which make a Vendor within fifteen (15) miles difficult for participants to access.

The Department may declare a situation of inadequate participant access to:

- Accommodate special populations (e.g., migrant workers and their families).
- Respond to disasters.
- Respond to sudden or unexpected population changes to meet the public health mission of the Department and the WIC Program.

Types of WIC Authorization

Overview The *WIC Vendor Agreement* is between a named Vendor and the State of Missouri, Department of Health and Senior Services (DHSS). The agreement authorizes a Vendor's participation in the Missouri WIC Program under State and Federal regulations (USDA Regulations 7 CFR Part 246.12).

Contract Period Generally, agreements are given for a three (3) year period beginning October 1st (the start of the Federal Fiscal Year). Unless otherwise notified by the Department, all agreements expire at midnight on September 30th (the end of the Federal Fiscal Year). New Vendors that join the program between these dates will be given an agreement for the remainder of the current agreement period.

Before the signing the *WIC Vendor Agreement* the owner should carefully read the entire agreement.

No vendor shall accept WIC checks for redemption prior to the date specified on the *WIC Vendor Agreement*, or after the expiration date of the *WIC Vendor Agreement*.

The Department will determine the category of agreement offered to the Vendor.

Category	Description
1	All WIC approved foods, Primary Contract Infant Formula and all special infant formulas. (Full service grocery stores with pharmacies.)
2	All WIC approved foods, Primary Contract Infant Formula and the option of providing only those special infant formulas available through the Vendor's grocery wholesaler. (Full service grocery stores without pharmacies.)
3	Special Infant Formula Only. This type of agreement is reserved for Pharmacies Only. Note: Primary Contract Infant Formulas are not allowed for redemption with this type of agreement.
4	This category identifies the headquarters for a group of stores of varying size, which are owned by a single entity (i.e., sole proprietorship, partnership, "S" corporations, limited liability company, regular corporation). Each store is evaluated separately with the selection criteria and assigned one of the agreement categories above.

Changes in Store Location, Name and Ownership

- Store Location** The *WIC Vendor Agreement* specifies the location of the store. All authorized Missouri stores must be stationary buildings, fixed in one location at all times. **Any change of the location of a store makes the agreement null and void.**
- Store Name Change** The *WIC Vendor Agreement* specifies the name of the store and is not transferable. **Any change of the store name makes the agreement null and void.**
- Store Ownership** The *WIC Vendor Agreement* specifies the ownership of the store and is not transferable. The Vendor must give sixty (60) days advance notice to the Department of any ownership changes. This will allow adequate time to process a new agreement application for the new owner. **Any change of store ownership makes the agreement null and void.**
- Chain Store** **Chain stores are not automatically entitled to have all locations approved.** Each location must be evaluated against all selection criteria as if it were a single, independent entity and will be individually listed on the agreement attachment for the corporation agreement.

Additions or deletions of individual store locations may be requested by vendors, shall be subject to the same review procedures as single location applicants, and shall be effective upon a signed Agreement amendment by the Department. The Department will determine termination or disqualification of individual stores, with a fifteen (15) day written notice, unless required to be immediate by the Federal Regulations.

Forms and Documents Needed To Process The Application

Required Forms

The following must be submitted to the State WIC office before a store can be assessed by the selection criteria for WIC redemption authorization.

Failure to submit all required documentation will result in the applicant not being considered for a WIC agreement.

You can use this page to check off each category as you complete the enrollment process.

☐ VENDOR AUTHORIZATION APPLICATION – WIC 11A and WIC 11B (3 pages)

Application must be fully completed, signed and dated.

☐ COPY OF SANITATION REPORT

A signed copy of the store's latest sanitation inspection received from the local health department must be attached to the Vendor Authorization Application. For a new store, a statement of the scheduled date of inspection, signed by the health department may be submitted. The initial sanitation inspection must be completed before the agreement will be issued.

☐ FOOD PRICE AND STOCKING LIST

The Food Price and Stocking List must be fully completed, signed and dated. This information will be verified when the State WIC representative completes the pre-agreement on-site inspection in Phase Three (3) of the application process. For a new store, not yet opened, the planned prices and stocking quantities must be provided. The State WIC representative will compare the purchase invoices to the stocking quantities on the survey during the pre-agreement on-site inspection.

☐ OTHER DOCUMENTATION

Check the Vendor Authorization Application for sections that require additional documentation.

- Any additional Sanitation Reports performed
- Financial statements documenting the total food sales for previous year
- Complete list of all owners not listed on application
- Complete list of any additional stores owned but not listed on the application

SEND THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO:

**MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
WIC AND NUTRITION SERVICES
VENDOR AGREEMENTS AND TRAINING
P.O. BOX 570
JEFFERSON CITY, MO 65102**

Retail Store Food Price and Stocking List

Food Prices Each applicant must complete and return the Food Price and Stocking List with the Vendor Authorization Application.

Stores must list the current shelf (not sale) prices of all WIC approved foods the store currently has in stock.

Stores must list the quantity in stock of all WIC approved foods in the store.

Do not substitute prices or quantities of any items or sizes if different from those listed.

If you do not stock a food item or size listed on the Food Price and Stocking List, place an "NA" on that line.

It is important that stores report any and all approved products available at the store, as the stores will also be evaluated on the variety and selection of approved foods.

The person completing the food price list must sign and date it where indicated.

Caution: Applicants must stock the minimum varieties and quantities for each food category listed on the pages to follow.

Minimum Stock Requirements

Authorized Vendors must maintain a minimum stock (quantity and variety) of the current WIC approved foods on store shelves at all times. This includes before, during and after a heavy volume of WIC redemption activity.

Milk Whole, reduced fat (2%), and low fat (1%, ½%, or skim) milk in gallons (no glass bottles or organic). Minimum stock – twelve (12) gallons of whole, twenty-four (24) of gallons reduced and low fat milk (may be any combination of 2%, 1%, ½%, or skim).

Category	Approved Brands	Approved Size	Minimum Stock
Whole Milk Must be unflavored, vitamin D fortified. <i>No organic. No glass bottles. No special brand milk products.</i>	All brands	Fluid gallon	12 gallons
Reduced and Low Fat Milk (2%, 1%, ½%, or skim) Must be unflavored, vitamin A and D fortified. <i>No organic. No glass bottles. No special brand milk products.</i>	All brands	Fluid gallon	24 gallons
Cultured Buttermilk <i>Whole or low-fat variety.</i>	All brands	Fluid quart	Must be available within 72 hours
Evaporated Milk Whole or low-fat variety. <i>Filled milks are not WIC approved.</i>	Store brands only	12 ounce can	Must be available within 72 hours
Dry Milk <i>Whole or low fat variety.</i>	Store brands only	3 quart box and 8 quart box	Must be available within 72 hours
Specialty Milk	As prescribed on the WIC check*	As prescribed on the WIC check*	Must be available within 72 hours

Eggs	Grade A or AA, medium, white only. No low cholesterol or specialty eggs, such as free range or organic. Minimum stock – twelve (12) single dozen cartons.
Cheese	Plain, natural, domestic cheeses, American (sliced but not individually wrapped), Cheddar, Colby, Colby-Jack, Monterey Jack and Mozzarella. Must be prepackaged, store brand-only. No individually weighted blocks. No special brands. In 8-, 16-, and 32-ounce block sizes only. Minimum stock – three (3) different varieties of any approved size and a total of twelve (12) pounds.
Cereals	Any approved brand in box or bag, 12 ounce to 36 ounce sizes. Cold cereals. Minimum stock - At least three (3) different varieties and a total of twenty-four (24) units. No boxes with individual size servings. Hot cereals. Minimum stock - six (6) boxes.
Juices	Fruit or vegetable juice, store brands only of 46-ounce cans or plastic bottles (full strength). Approved brands of 11.5 or 12-ounce cans of concentrates (frozen and/or shelf stable). Minimum stock – At least three (3) different varieties and a total of eighteen (18) units of concentrates. Minimum stock – At least three (3) different varieties and a total of eighteen (18) units of full strength.
Dried Beans and Peas	Plain (no flavor additives), in one-pound packages, store brand-only. Minimum stock – At least three (3) varieties, four (4) packages of each variety for a total of twelve (12) units.
Peanut Butter	Creamy, plain, store brand only. Minimum stock – twelve (12) 18-ounce jars.
Carrots	Any brand of plain, fresh or frozen carrots. Baby, whole and crinkle cut allowed. Minimum stock – ten (10) one-pound or two-pound packages.
Tuna	Any brand of plain tuna, water packed only. Minimum stock – twelve (12) cans of 6.0 to 6.5 ounce size.
Infant Cereals	Any approved brand, plain, dry (no fruit added) in 8-ounce and 16-ounce box sizes. Minimum stock – six (6) 8-ounce or 16-ounce boxes.
Infant Juices	Any approved brand, any flavor (no yogurt added) in 32-ounce plastic bottles. Minimum stock – six (6) bottles.
Tiered Stocking Peer Groups for Infant Formula	The tiered stocking requirement peer grouping is designed to reduce infant formula inventory for retail vendors who have less participant traffic and to reduce the financial burden of stocking unneeded infant formula by smaller retail vendor stores. New retail vendors will initially be placed within Peer Group Class II unless the new vendor is a member of a grocery store chain or a discount grocer, in which case they will be placed into Peer Group Class III or IV. After six (6) months, the retail vendor will have its peer grouping status re-evaluated. Using an extrapolation of the monthly average of the retail vendor's WIC sales WICNS will determine whether the vendor's current peer grouping needs to be changed.

Tiered Stocking Peer Groups

- **Class I:** Stores that have annual WIC sales of \$72,000 or below.
- **Class II:** Stores with annual WIC sales of \$72,001 - \$2,000,000.
- **Class III:** Stores owned by major chains, e.g., Dierbergs, Dillons/Gerbes, Hy-Vee, Kroger, Price Chopper, Price Cutter, Ramey, Shop-N-Save and Schnucks.
- **Class IV:** Stores are discount groceries and hypermarkets, e.g., K-Mart and Wal-Mart.

Primary Contract Infant Formula Stocking Levels	Class I	Class II	Class III	Class IV
Milk Based Infant Formula Enfamil w/ iron LIPIL---Powder	12 cans (2 cases)	18 cans (3 cases)	24 cans (4 cases)	24 cans (4 cases)
Lactose-free Milk Based Infant Formula Lactofree LIPIL---Powder	N/A	12 cans (2 cases)	18 cans (3 cases)	18 cans (3 cases)
Soy Based Infant Formula Prosobee LIPIL---Powder	12 cans (2 cases)	12 cans (2 cases)	18 cans (3 cases)	18 cans (3 cases)

***Primary Contract Infant Formulas in concentrates, powders and ready-to-feed, if not required to be stocked must be made available for a WIC participant within seventy-two (72) hours.**

Non-Primary Contract Infant Formulas Enfamil Next Step, Enfamil AR LIPIL, Prosobee Next Step, Kindercal, Gentlease LIPIL Enficare LIPIL, Pregestimil, Nutramigen LIPIL, Enfamil Premature LIPIL and other brands of infant formulas are not required to be stocked by WIC retail vendors, but must be made available for a WIC participant within seventy-two (72) hours.

Special Infant Formulas All infant formulas other than the current Missouri Primary Contract Infant Formulas, which may be prescribed on a WIC check, are called “Special” infant formulas or non-primary contract infant formulas. When a special infant formula is prescribed on a WIC check, the special infant formula may be computer printed on the WIC check or may be hand-written in an area printed on the WIC check identified as “SF_____”. In the latter case, the WIC provider will write or type the brand, size and quantity of infant formula being issued in the area provided. “SF_____” WIC checks are to be used for no other purpose than for infant formula. Any other type of food item written or typed in this space are not to be allowed.

This completes the instructions for the Missouri WIC Program Vendor Application Packet. Thank you.